

# **EXHIBIT A**

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Categories:** 1. Lead Counsel Calls/Meetings 2. PSC Calls/Meetings 3. Lead Counsel/PSC Duties 4. Administrative 5. MDL Status Conf. 6. Court Appearance 7. Research 8. Discovery 9. Doc. Review 10. Litigation Strategy & Analysis 11. Depo (Notice, Prep, Take, Defend) 12. Pleadings/Briefs/Pre-trial Motions/Legal 13. Experts/Consultants 14. Settlement 15. Bellwether Selection/Trial Prep/Trial 16. Trial Prep 17. Trial 18. Appeal 19. Miscellaneous (describe)

**Categories:** 1. Assessment Fees 2. Federal Express/Local Courier, etc. 3. Postage Charges 4. Facsimile Charges 5. Long Distance 6. In-House Photocopying 7. Outside Photocopying 8. Hotels 9. Meals 10. Mileage 11. Air Travel 12. Deposition Costs 13. Lexis/Westlaw 14. Court Fees 15. Witness/Expert Fees 16. Investigation Fees/Service Fees 17. Transcripts 18. Ground Transportation (i.e., rental, Taxis, etc.) 19. Miscellaneous (Describe)

**\*\*\*\*\*ALL ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS EXPENSE SHEET\*\*\*\*\***

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